

2022-23 Accountability Appeals Guide: Phase I

Updated: August 24, 2023

During Phase I, districts shall review and submit appeals, as needed, for the following data files:

1. 2022-23 Assessment Files
2. 2022-23 ELPA Files
3. 2022-23 Chronically Out of School Files
4. 2021 & 2022 Federal Graduation Rate Verification File: Science **(New)**
5. 2022 10th Grade Cohort File **(New)**

All appeals must be submitted within the specified timeline. Please review the appeals guide carefully and email TNEA.Accountability@tn.gov for questions. In Phase I, the *Ready Graduate* data files will also be available for districts to review; however, the data are not appealable as they have been finalized by the end of the 2022-23 Ready Graduate appeals process.

Table of Contents

Table of Contents	2
Section 1. Overview	3
Section 2. Data Files Release and Appeals Timeline	3
Section 3. Appeals Submission Process	5
3.1. Appealable Issues and the Required Documentation	5
3.2. Non-Appealable Issues	7
3.3. Appeals Submission Format	7
Appendix A: Cohort Success Rate Methodology and Relevant Updates.....	9
Testing Status	13
Table 4: Business Rules by Testing Status	13
Table 3: School Success Rate Calculation by <i>Enrollment and Testing Scenarios</i>	15
Appendix B: Phase I Accountability Data Files Location	16
Appendix C: Microsoft Form Login and Trouble Shooting Guide	18

Section 1. Overview

The accountability data appeals process allows Tennessee districts to review and validate both accountability and non-accountability data, except the finance data, prior to the public release of the 2022-23 State Report Card. ***This document explains the timeline, process, and parameters for submitting an appeal during the Phase 1 window of the accountability appeals process.*** Please contact TNED.Accountability@tn.gov for questions not addressed in this document.

Section 2. Data Files Release and Appeals Timeline

In Phase I, districts shall review the following data files and submit appeals, as appropriate:

1. 2022-23 Assessment Files
2. 2022-23 English Language Proficiency Assessment (ELPA) Files
3. 2022-23 Chronically Out of School Files
4. 2021 & 2022 Federal Graduation Rate Verification File: Science **(New)**
5. 2022 10th Grade Cohort File **(New)**
6. 2022-23 *Ready Graduate* Data Files (not appealable)
7. 2022-23 TVAAS Data Files (not appealable)

Assessment files display the counts and percentages for each test, grade, subject, and student group. This includes results that do not factor into accountability calculations but are used for State Report Card reporting. Assessment data files are created for the student-, school-, district-, and state levels and contain data for up to the three most recent years. This file, at the student level, will also indicate in which district/school a student's score will be used for accountability purposes once the 50% enrollment rule is applied. This file will also be used to generate subject-level success rate data, where students are assigned to schools in which they are tested, to be published in the State Report Card.

ELPA files detail the performance and progress of English learners on the WIDA ACCESS exam. These files are created for the student, school, and district levels and contain data for the current school year. This file, at the student level, will also indicate in which district/school a student's score will be used for accountability purposes once the 50% enrollment rule is applied. The school- and district-level files currently do not have the 50% enrollment rules applied.

Chronically out of school files display counts and percentages of students who count in accountability calculations as chronically out of school. These files are created for the student-, school-, and district levels and contain data for the current school year. This file, at the student level, will indicate in which district/school a student's score will be used for accountability purposes once the 50% enrollment rule is applied. The school- and district-level files do have the 50% enrollment rules applied.

2021 and 2022 Federal Graduation Rate Verification File: Science **(New)** is a student-level data file created for districts to verify their 2021 and 2022 graduating cohorts' federal graduation rates. In spring 2023, districts verified the list of regular diploma students to be excluded from the federal graduation rate calculation due to not completing Algebra II or Integrated Math III. During this appeal window, districts will verify regular diploma students to be excluded from the federal graduation rate calculation due to not completing Chemistry or Physics. Moving forward, federal graduation rate verification process will be embedded in the annual cohort process starting with the [2023 graduation cohort phase II-III appeals](#) process.

2022 & 2023 10th grade cohort data files **(New)** detail the accountable assessments and participation rate status for the 10th grade cohort in 2021-22 and 2022-23. The 2022 data will be used to calculate the 2022 cohort success rate for

high schools and be used to calculate the 2023 AMOs for the Achievement indicator. The 2023 data will be used to calculate the 2023 cohort success rate for high school and be used to evaluate high school performance for accountability purposes. These files are created for the student, school, and district levels.

Ready Graduate files display the counts and percentages of students who count in accountability calculations as meeting college and career readiness. These files are created for the student, school, and district levels and contain data for the current accountability cycle, based on the performance of the previous year's graduation cohort (1-year lag). These files are not appealable as they have been finalized by the end of the 2022-23 Ready Graduate appeals process.

TVAAS files display growth data for the 2022-23 school year. These files include school and district level composites, educator evaluation composites, and subject-level composites for teachers, schools, and districts. These files are not appealable.

All data files will be accessible to districts via the Accountability application. To assist districts with the appeals process, a crosswalk between the released data files and the key data points that districts shall review within each data file is included in Appendix B.

As shown in Table 1, the submission window for Phase I of the Accountability data appeals process will open on **August 9, 2023** and close at **5 p.m. CT on September 5, 2023**. Districts will receive an initial response from the department by September 8, 2023. If a district receives a denial of their Phase I appeal, they can re-submit documentation to correct the denial during the remediation window which will open on **September 11** and close at **5 p.m. CT on September 13, 2023**. The department will send a final response letter to districts on September 15, 2023.

+

Embargo. All data files will be updated on the Accountability application when finalized. However, these data files will be under embargo until the State Report Card's public release. The timeline for the 2022-23 State Report Card release is to be determined.

Table 1. Appealable Data Files and Appeal Timeline for Phase I

Phase I Appeal Timeline		
Date	Milestone	Delivery Method
August 9-September 5, 2023	Appeals Submission Window All appeals for the Phase I data files must be submitted by 5 p.m. CT on September 5, 2023 . The department will not review any appeals submitted beyond this deadline.	Accountability application (download files)
September 8, 2023	Initial Response Window The department will review all appeals submitted by September 5 and provide an initial response by 5 p.m. CT on September 8, 2023 . The initial response letter will be sent to the directors of schools via TNEducation@tn.gov and also be uploaded on the Accountability application.	TNEducation@tn.gov & Accountability application
September 11-13, 2023	Remediation Window Districts resubmit appeals, as appropriate, to correct any errors that have resulted in the initial denial. All resubmissions must be submitted by 5 p.m. CT on September 13, 2023 .	

September 15, 2023	Final Response Window The department will review the resubmitted appeals submitted by September 13 and provide a final response by 5 p.m. CT on September 15 . Only the districts that resubmitted appeals will receive the final response letter. The final response letter will be sent to the directors of schools via TNED.Accountability@tn.gov and also be uploaded on the Accountability application. All decisions made by the end of the final response window are final. The finalized data files will be uploaded on the Accountability application.	TNED.Accountability@tn.gov & Accountability application
---------------------------	--	---

Section 3. Appeals Submission Process

Districts submitting appeals must explain the appealable issues **in a letter on district letterhead** which must **be submitted by the district's director of schools**. Districts must submit this letter along with proper supporting documentation providing evidence using the [2022-23 Accountability Phase I Appeals Form](#). Any appeals without proper supporting documentation will be denied. Please reach out to TNED.Accountability@tn.gov for consultation regarding proper documentation. The department will not consider appeals or additional supporting documentation submitted past the appeals window deadline as specified in Table 1 above. Please plan to ensure that all proper documentation is submitted by the specified deadline.

3.1. Appealable Issues and the Required Documentation

Districts may submit appeals in certain circumstances to correct major, systematic data errors or calculation errors made by the department. Below is a list of the appealable issues and the required documentation to support appeals.

- **10th Grade Cohort Appeal (New)**
 - Per ESEA Section 1111(b), starting with the 2022-23 accountability, the department will implement a cohort model to evaluate the Achievement indicator for high school accountability. After consulting with district leaders and the U.S. Department of Education (USED), the department will implement a 10th grade cohort model using Algebra I or Integrated Math I and English II as the accountable assessments for school accountability purposes. The 10th grade cohort will include 10th grade students who are actively enrolled¹ at the end of the spring testing window in 2022-23. These students' Algebra I or Integrated Math I test and English II test obtained by the end of the spring testing window in 2022-23 will be included for accountability purposes. Exceptions may apply for accelerated students, students who are enrolled in comprehensive course codes, and students taking the alternative assessments or those working toward the alternate academic diploma. **Please consult Appendix A for more detail on the accountable assessments and how the cohort model may affect the attribution rules for the participation rate and success rate calculation.** It should be noted that the 10th grade cohort data are based on a combination of school enrollment, assessment records, and student testing history. **During this appeals window, districts shall review the 2022 and 2023 10th grade cohort data files to verify the 10th grade cohort for the 2021-22 and 2022-23 school years and the accountable assessments associated with these students.** Districts may submit appeals when students are incorrectly identified in or missing from the 10th grade cohort data files and when accountable assessments are incorrectly assigned to the accountable school and/or district.
 - **Required documentation.** Districts must submit the [10th grade cohort appeals worksheet](#) and provide appropriate documentation (i.e., enrollment records, course and corresponding testing records) to update the 10th grade cohort. The documentation must have the student's full name, state student id, and date or

¹ With the cohort method, the enrollment is based on the school enrollment rather than course enrollment.

enrollment. If the appeal is regarding accountable assessments and the attribution of the accountable assessments to the calculation of the participation rate and success rate, the documentation must include enrollment records associated with the accountability assessments.

- **2021 and 2022 Federal Graduation Rate Science Requirement (New)**

- For federal reporting, the four-year graduation rate counts a student who completes ***all required coursework in all subject areas*** per ESSA § 8101(25) and graduates with a regular diploma or an alternate academic diploma (AAD) within four years and a summer as a high school graduate in his or her original graduation cohort. The 2022 Additional Graduation Cohort Verification files on the Accountability application are now updated to only include students who earned a regular high school diploma in 2021 and 2022 without any records of completing the required chemistry or physics credit. Districts shall review the exclusion list and may only submit appeals for students who enrolled in Chemistry or Physics and received a science credit for the course. ***Students who enrolled but did not complete the course are not eligible for appeals.***
- ***Required documentation.*** Districts must complete the [2021 & 2022 Cohort Appeals Submission Worksheet](#) and provide an official student transcript or SIS report for each appeal case. The transcript/report must show the following information:
 - District name
 - School name
 - Student ID
 - Student name
 - Chemistry or Physics credit received
 - For students who did not receive a Chemistry or Physics credit because of a college-level course graduation substitution policy, districts shall provide the district policy showing alignment with the SBE Approved High School Courses Policy 3.205 ² as a supporting documentation in addition to the transcript or SIS report.

- **Residential Facility Records (New)**

- Per federal guidelines, the department must assign both participation and achievement results of students tested in a residential facility to the sending school and district for accountability purposes. Any test records with a SNT code of 5 (residential facilities) are counted as “enrolled”, “not-tested.” Districts can submit appeals to remove students enrolled in the out-of-state residential facilities from the TCAP participation rates.
- ***Required documentation.*** Districts must submit documentation that confirms the student enrolled in an out of state residential facility. The documentation must have the student’s full name and date of enrollment. Appropriate documentation would be an enrollment record or an official letter from the facility administrator confirming the student is enrolled.

- **Department Calculation Errors**

- Districts may appeal if the calculation errors are made by the department.
- ***Required documentation.*** Districts must submit documentation that confirms the calculation error. For example, if a student’s WIDA ACCESS score is incorrectly associated with a different school than the one in which they spent at least 50% of the school year, the district can submit an appeal for that student.

² [SBE rule 0520-01-03-.03\(7\)](#) states, “LEAs shall award high school credit to students who successfully complete college-level courses aligned to a graduation requirement course, including general education and elective focus courses.” SBE’s Approved High School Courses Policy 3.205 lists approved course substitutions.

- **Systematic Errors**

- Districts may appeal if there are systematic and uncorrectable district data errors that are outside of the district's control. The department requires documentation to consider the appeals of systematic data errors.
- **Required documentation.** Districts must submit documentation that confirms the data error that occurred was outside of district control. For example, the district updated SIS absentee codes (date updated must be viewable), but EIS did not process the codes correctly before absentee data was pulled for Chronically Out of School calculations.

3.2. Non-Appealable Issues

There are non-appealable issues during Phase I of the accountability appeals process, including:

- Student demographic information
- *Ready Graduate* data files
- TVAAS data files

3.3. Appeals Submission Format

Districts must submit all appeals using the [2022-23 Accountability Phase I Appeals Form](#) by **5 p.m. CT, September 5**, following the timeline specified in Table 1 [above](#). The person submitting the appeals form must have an Orion/SSO account in order to submit the form. Districts must submit the following information:

- District Number
- District Name
- Name and Email of person submitting form
- Director of Schools Name
- Director of Schools Email
- Type of data files being appealed
- An Appeals Letter signed by the Director of Schools
 - must be submitted as a PDF file with the naming convention "**###_AppealsLetter**" where ### is the district number. Ex: 999_AppealsLetter
- Supporting Documentation
 - Supporting documentation must be submitted as an excel or PDF file with the naming convention "**###_Documentation**" where ### is the district number. Ex: 999_Documentation
 - The 10th grade cohort appeals worksheet must be saved as an excel file to be submitted. Please use the naming convention: **###_10thgradeappeal_worksheet**. Ex: 999_10thgradeappeal_worksheet
 - The federal graduation rate appeals worksheet must be saved as an excel file to be submitted. Please use the naming convention: **###_fedgradrate_worksheet**. Ex: 999_fedgradrate_worksheet
 - **Important Note:** documentation must be provided for each issue being appealed. Failure to include supporting documentation will result in a denial.

Any appeals and documentation submitted past the specified deadline will be denied. If you need assistance submitting the [2022-23 Accountability Phase I Appeals Form](#), please consult the Microsoft Form Login and Trouble Shooting Guide (see Appendix C) or email TNED.Accountability@tn.gov.

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use the materials for reasons other than non-commercial educational purposes, please submit a completed [request](#) to Joanna Collins (joanna.collins@tn.gov)

Appendix A: Cohort Success Rate Methodology and Relevant Updates

Per federal guidelines ESEA section 1111 (b), *science and social studies tests shall not be included in the evaluation of the Achievement indicator*. Additionally, the accountable ELA and math tests shall be a single, standards-aligned test administered to the same cohort of students (i.e., cohort model). In response to this requirement, only the accountable ELA and math assessments will be included in the participation rate and success rate calculation (i.e., cohort success rate³). Additionally, the cohort model requires a clear definition of an accountable cohort and the accountable assessments for high school students. After consulting with district leaders and USED, the department will implement a 10th grade cohort model using Algebra I or Integrated Math I and English II as the accountable assessments for school accountability purposes. The 10th grade cohort will include 10th grade students who are actively enrolled⁴ at the end of the spring testing window in 2022-23. These students' Algebra I or Integrated Math I test and English II test obtained by the end of the spring testing window in 2022-23 will be included for accountability purposes. Exceptions may apply for accelerated students, students who are enrolled in comprehensive course codes, and students taking the alternative assessments or those working toward the alternate academic diploma. **Important note:** Federal requirements will not affect how the participation rate and success rates are calculated for students in grades 3 to 8. It will only affect high school accountability calculation.

Accountable assessments

The Tennessee Comprehensive Assessment Program (TCAP) is the umbrella program of state assessments required by federal law, state statute, and State Board rule which are administered by the department. These include students in grades 3-8 and students enrolled in end-of-course (EOC) tested subjects. Students in grades 3-8 take the TCAP achievement tests each spring across all subject areas, including ELA, math, science, and social studies. Per federal regulation, under ESEA section 1111 (b)(2) and ESEA section 1111(c), only ELA and math tests shall be included in the evaluation of the Achievement indicator and annual meaningful differentiation. USED also requires the accountable ELA and math tests to be a single, standards-aligned test administered to all students within the same cohort. The accountable assessments following federal guidelines are discussed below.

Accountable assessments for students in grades 3-8: Students in grades 3-8 take TCAP achievement tests each spring. For 2022-23 accountability:

- Math and ELA TCAP records in grades 3-8 are included in the performance (i.e., success rates) and participation rate calculations.
- Students from grades 6-8 who take an EOC exam⁵ in the courses below are included in the middle school counts that correspond to that subject.

³ Given the adjustment to the success rate methodology, the term "cohort success rate" and "success rate" will be used interchangeably hereinafter throughout the protocol.

⁴ With the cohort method, the enrollment is based on the school enrollment rather than course enrollment.

⁵ Tennessee has a long history of offering three types of off-grade testing opportunities for students and families. First, middle school students as early as 7th grade may be enrolled and assessed in either of the two high school math course progressions offered in Tennessee (Algebra I, Geometry and Algebra II; or Integrated Math I, Integrated Math II, and Integrated Math III). Second, 8th grade students are eligible to be enrolled and assessed in the high school English I course or its equivalent. Third, middle school students in 6th or 7th grade are eligible to be administered more advanced middle school assessments. The department submitted an [off grade testing waiver](#) to USED in 2023 and received the approval which will allow Tennessee to continue such practice for the 2022-23 and 2023-24 school years.

- Middle school Algebra I, Geometry, Integrated Math I, and Integrated Math II records count as Math for school accountability calculations.
- Middle school English I records count as ELA for school accountability calculations.
- If a student from grades 3-8 takes both TCAP grade-level exams and EOC exams for the same subject, the TCAP grade-level record is dropped from accountability calculations and replaced with the EOC record.

Accountable assessments for students in grades 9-12: Under ESEA section 1111 (b)(2) and ESEA section 1111(c), the department will implement a 10th grade cohort model using Algebra I or Integrated Math I and English II as the accountable assessments for high school students for school accountability purposes. The 10th grade cohort will include 10th grade students who are actively enrolled⁶ at the end of the spring testing window in 2022-23. These students' **first Algebra I or Integrated Math I test and English II test** obtained by the end of the spring testing window in 2022-23 will be included for accountability purposes. Exceptions may apply for accelerated students, students taking comprehensive courses, and students taking the alternative assessments or those working toward the alternate academic diploma, including:

- For accelerated students who took English I in middle school, their **first English II** test taken by 10th grade will be used for accountability.
- For accelerated students who took Algebra I or Integrated Math I in middle school, their **first math EOC test** taken by 10th grade will be used for accountability.
- For students who are enrolled in comprehensive courses and took their **first Algebra I or Integrated Math I** and **first English II** in 11th grade in 2022-23, their tests are used for accountability.⁷
- For students who are on the AAD track and took **MSAA ELA and MSAA** math tests in 11th grade in 2022-23, their tests are used for accountability.⁸

Special case to be removed from the 10th grade cohort: Several scenarios will allow schools to remove students from the 10th grade accountable cohort.

- As discussed above, students who are in 10th grade in 2022-23 and are enrolled in comprehensive math and/or ELA courses on the last day of the appropriate testing window(s) **AND** do not have any prior EOC testing history will be removed from the 10th grade cohort. These students will be included in 2023-24 accountability when they take Algebra I or Integrated Math I and English II in 11th grade.
- As discussed above, students who are in 10th grade in 2022-23 and are enrolled in AAD math and/or ELA courses on the last day of the appropriate testing window(s) **AND** do not have any prior EOC testing history will be removed from the 10th grade cohort. These students will be included in 2023-24 accountability when they take MSAA ELA and math in 11th grade.
- Students who are actively enrolled in 10th grade during the 2022-23 spring testing window but have completed all coursework and earn credits equivalent to Algebra II and English II in a private (or out-of-

⁶ With the cohort method, the enrollment is based on school enrollment rather than course enrollment.

⁷ The department uses course enrollment data to identify students who are enrolled in the comprehensive courses. For students who are in 10th grade, are enrolled in the comprehensive courses, **AND** do not have any prior EOC testing history by the end of 10th grade, they are removed from the 10th grade accountable cohort. Instead, students who are enrolled in the comprehensive courses in 11th grade in 2022-23, are included in the accountable cohort.

⁸ The department uses course enrollment data to identify students who are enrolled in the AAD courses. For students who are in 10th grade, are enrolled in the AAD courses, **AND** do not have any prior EOC testing history by the end of 10 grade, they are removed from the 10th grade accountable cohort. Instead, students who are enrolled in the AAD courses in 11th grade in 2022-23, they are included in the accountable cohort.

state) school prior to enroll in a Tennessee public school may be removed from the 10th grade cohort. Schools serving these students shall submit appeals during the accountability appeals window to remove them from the 10th grade cohort. Schools must provide proper documentation, such as the results of tests equivalent to Algebra II or Integrated Math III and English II, or student transcripts from the prior school demonstrating the student had completed coursework equivalent to Algebra II and English II. The document must be sufficient to make the case of why it is inappropriate to administer the accountable assessments with the student during the 2022-23 testing window.

- Students who are medically exempted during the 2022-23 spring testing window will be removed from the 10th grade cohort.
- Students who are in an out-of-state residential facility during the 2022-23 spring testing window can be removed from the 10th grade cohort. Schools serving these students shall submit appeals with proper documentation during the accountability appeals window to remove them from the 10th grade cohort. More guidance will be provided prior to the opening of the appeals window.

When calculating the participation rate, students' testing records are assigned to schools in which they are tested. For students who have their ELA and math testing records assigned to the same school in which they are actively enrolled in 10th grade on the last day of the testing window, their ELA and math tests will be included in the participation rate calculation for the school. For students who have their ELA and math testing records assigned to different schools, the test that is assigned to the schools in which they are actively enrolled in 10th grade during the time of spring testing will be included in the participation rate calculation. Below are examples of use cases. A student is actively enrolled in 10th grade in School A during the 2022-23 spring testing window if:

- The student took Algebra I in 9th grade and English II in 10th grade in the same school. This student's Algebra I and English II tests will be included in the participation rate calculation for School A.
- The student took Algebra I in 8th grade in a middle school, took Geometry in 9th grade in School A, and took English II in 10th grade in School A. This student's Geometry and English II tests will be included in the participation rate calculation for School A.
- The student took English II in 10th grade in School A but took Algebra I in 9th grade in School B. This student's English II test will be included in the participation rate calculation for School A. This student's Algebra I test will not be included in the participation rate calculation for either school.
- The student is enrolled in a comprehensive math and/or ELA course on the last day of the appropriate testing window(s)⁹ and does not have any prior EOC testing history. The student will be removed from the accountable cohort for the 2022-23 accountability.¹⁰
- The student is enrolled in an AAD math and/or ELA course on the last day of the appropriate testing window(s)¹¹ and does not have any prior EOC testing history. The student will be removed from the accountable cohort for the 2022-23 accountability.¹²

When calculating success rate, students' testing records are assigned to schools in which students spent at least 50% of the school year in the year they took the test. Below are examples of use cases for a student who is actively enrolled in 10th grade in School A during the 2022-23 spring testing window:

⁹ The testing window can be fall or spring depending on the student's course schedule.

¹⁰ This student will be included in the accountability cohort when they take the applicable accountable tests in 2023-24.

¹¹ The testing window can be fall or spring depending on the student's course schedule.

¹² This student will be included in the accountability cohort when they take the applicable accountable tests in 2023-24.

- The student took Algebra I in 9th grade and spent **at least 50%** of the school year in School A. The student took English II in 10th grade and spent **at least 50%** of the school year in School A. This student's Algebra I and English II tests will be included in the success rate calculation for School A
- The student took Algebra I in 9th grade and spent **at least 50%** of the school year in School A. The student took English II in 10th grade but spent **less than 50%** of the school year in School A. This student's Algebra I will be included in the success rate calculation for School A. This student's English II will not be included in the success rate calculation for School A.
- The student took Algebra I in 9th grade but spent **less than 50%** of the school year in School A. The student took English II in 10th grade but spent **less than 50%** of the school year in School A. This student's Algebra I and English II will not be included in the success rate calculation for School A
- The student took Algebra I in 9th grade but spent **less than 50%** of the school year in School A. The student took English II in 10th grade and spent **at least 50%** of the school year in School A. This student's Algebra I will not be included in the success rate calculation for School A. This student's English II will be included in the success rate calculation for School A.
- The student took English II and Algebra II in 9th grade and spent **more than 50%** of the school year in School A in 2021-22. This student's Algebra II and English II are included in the success rate calculation.
- The student took English II and Algebra II in 9th grade and spent **less than 50%** of the school year in School A in 2021-22. This student's English II and Algebra II will be counted in the participation rate calculation for School A, but these tests will not be included in the success rate calculation for School A.

50 Percent Enrollment Rules

The calculation for 50 percent enrollment is measured by the number of days a student has been enrolled from the total number of instructional days.¹³ The total number of days in the school year is pulled from EIS on the final day of the testing window. This pull applies to all assessment data, including demographic data. It is important to note that demographic data that are incorrect by the end of the testing window will remain incorrect in the final accountability data. For students whose demographic data differ across multiple school enrollments (e.g., a student is marked as homeless in one school/district but not another), the department will take the demographic data of the enrollment that matches the school and district in which they tested.

The 50 percent enrollment rule, in general, does not affect how the department calculates the data for the state-level accountability files or some school-level accountability indicators, including TCAP participation rate¹⁴ or Cohort-related indicators (i.e., Graduation rate, *Ready Graduate* rate, ACT/SAT participation rate).¹⁵

However, the 50 percent enrollment rule does affect the calculations of the success rates, Growth indicator (i.e., TVAAS), ELPA indicator, and Chronically Out of school indicator.

¹³ Counts of instructional days are not affected by the instructional model. That is, The instructional model experienced by a student (e.g., learning remotely, hybrid, in-person, etc.) is not considered when determining inclusion in enrollment.

¹⁴ The TCAP participation rates include those who are expected to test at a school or district during the testing window. Therefore, the 50 percent enrollment rule does not affect the TCAP participation rate calculation.

¹⁵ A different enrollment rule is applied to cohort related data, including graduation rate, *Ready Graduate* rate, and ACT/SAT participation rate. A student who was enrolled for less than 60 days of the most recent school year should be reassigned to the high school at which the student was enrolled for the greatest proportion of school days in grades 9–12. TCA §49-1-601 requires the department to count these students in the cohort of the school and district in which the student was enrolled for the greatest proportion of days during high school. Such students may only be moved during the appeals process. Please consult the cohort Phase II-III appeals guide, published and updated annually on the TDOE [website](#), for more information.

- For the success rate, TVAAS and ELPA calculation, different enrollment and testing scenarios may affect how they are calculated as summarized in Table 3. Specifically,
 - If a student with a valid test score was enrolled less than 50 percent of the instruction days in any Tennessee school, the student is excluded from the success rate, TVAAS composites, and ELPA rate calculation, respectively.
 - If a student with a valid test score was enrolled less than 50 percent of the instructional days in the school in which the student was tested but was enrolled in a Tennessee school for at least 50 percent of the instructional days, the student's test score is assigned to the school in which the student was enrolled at least 50 percent of the instructional day.
 - If a student with a valid test score was enrolled exactly 50 percent in two schools, the student's test score is assigned to the school in which the student was tested.

The department prepares the raw data used for accountability as described below.

Testing Status

ESEA subsection 1111(b)(2)(B)(i)(II) requires that a state's assessments are administered to all public elementary and secondary school students in the state. Except for medically exempt students, a student who does not receive a valid score must be counted as a non-participant, and results for any student who receives a valid score must be included in calculations of achievement results. This document is updated to ensure the business rules are aligned with the above guidelines. Table 4 presents a high-level summary of decisions to include or exclude records from the participation rate calculation by testing status, including Student-Not-Tested (SNT) codes, Report of Irregularity (RI) codes, and attemptedness codes.¹⁶

Table 4: Business Rules by Testing Status

Test Status	Test Status Description	Performance Level	Is the record considered enrolled?	Is the record considered tested?
SNT Codes				
0	Not applicable (i.e., student tested)	As reported	Yes	Yes
1	Absent	Null	Yes	No
2	Not enrolled	Null	No	No
3	Not scheduled	Null	No for grades 3-8; Yes for 10th grade cohort	Based on the availability of an accountable test in 10th grade
4	Medically exempt	Null	No	No
5	Residential facility	Null	Yes	No
6	Student tested on alternate assessment	As reported in alternate assessment testing file	Yes	Based on data in the alternate testing file
RI Codes				
0	No RI Status (i.e., student test was valid)	As reported	Yes	Yes
1	Adult potential breach of security	Null	Yes	No

¹⁶ More information on the testing status and examples can be found in the [TCAP ACH Building Testing Coordinator Guide](#).

Test Status	Test Status Description	Performance Level	Is the record considered enrolled?	Is the record considered tested?
2	Student security breach (i.e., student cheating)	Null	Yes	No
3	Irregular Administration (i.e., wrong accommodations, calculator use)	Null	Yes	No
4	Student tested incorrect grade or subject	Null	Yes	No
5	Student did not participate (i.e., refusal to answer questions)	Null	Yes	No
Attemptedness Value				
Y	Yes (Attempted) Student completed enough questions on each subpart to produce a valid score	As reported	Yes	Yes
N	No (Did Not Attempt) Student did not complete enough questions on each subpart to produce a valid score	Null	Yes	No
Blank	No student answer document / submitted test was received for this student's test record	Null	Yes	No

A SNT status other than 0 will override any RI status that exists in terms of whether the record is considered enrolled and tested. The list below summarizes the updates to the protocol as a result of USED requirements.

- **Medically exempt** (SNT-4) students are excluded from the participation rate calculation. Medically exempt students are not included in either the denominator or numerator of the participation rate calculation. Districts must complete the required [medically exempt documentation process](#) found in the Assessment Logistics LiveBinder for the department to accurately exclude these students from the participation rate calculation.
- **Reports of Irregularity** (RI code of 1, 2, 3, 4, or 5) are not considered tested, as they do not produce a valid scale score and performance level. RI codes outlined above will not be included in the numerator and will remain included in the denominator of the participation rate calculation.
- **Blank or non-attempted** records are included in the participation rate calculation, as they represent students who were registered to take the exam but did not receive a valid scale score or performance level. These records will be included in the assessment data files provided by the vendor and will be included in only the denominator of the participation rate calculation.
- **Residential facility records** (SNT-5) will be included in the participation rate calculation. Records of students tested in residential facilities who have valid test scores are assigned to the sending schools for accountability purposes, including the calculation of the participation rate and success rate. For students in the residential facilities who did not have valid scores, they will not be counted as “enrolled” and “not-tested”. Schools will be able to submit appeals for students enrolled in out-of-state residential facilities during the accountability data appeals window to remove these students from the participation rate calculation. More appeals guidance will be provided prior to the opening of the appeals window.

- **(For 10th grade cohort only) Not Scheduled records (SNT-3)** will be counted as enrolled per USED requirement (i.e., all students who are actively enrolled in a TN school in 10th grade during the time of testing should be included in the cohort for participation rate and success rate calculation). If the student has an accountable assessment in 10th grade (i.e., English II), the record will be counted as tested. If the student does not have any accountable assessment in 10th grade, the record will be counted as not tested.

Table 3: School Success Rate Calculation by Enrollment and Testing Scenarios

Enrollment Scenario	Testing Scenario	Counts in School Success Rates	Test score assigned to...
Student was not enrolled for at least 50 percent of the school year in any TN school.	Student was present and tested.	No	None
Student was enrolled for at least 50 percent of the school year in School A in TN.	Student was present and tested in School A in TN.	Yes	School A
	Student was present and tested in School B in TN.	Yes	School A
Student was enrolled exactly 50 percent in two TN schools (School A and B)	Student was present and tested in School A.	Yes	School A

- For the calculation of the Chronically Out of School rate, the following rules apply:
 - Students need to be enrolled for at least 50 percent of the school year at a Tennessee school to be included in the Chronically Out of School rate calculation. Students who were **enrolled less than 50 percent** of the instructional days are **not** counted in the Chronically Out of School rate calculation.
 - A student who is enrolled exactly 50 percent in two schools in Tennessee, the student's absentee rate will be counted for both schools.

Appendix B: Phase I Accountability Data Files Location

The table below provides the accountability related data files that districts should review during Phase I and Phase II. Districts must navigate to the “File Downloads” section of the Accountability application in order to access the data files listed. The “Use” column identifies key data points that districts shall review and submit appeals as appropriate. The “Review Notes” column highlights the important information that district shall be aware of while submitting appeals.

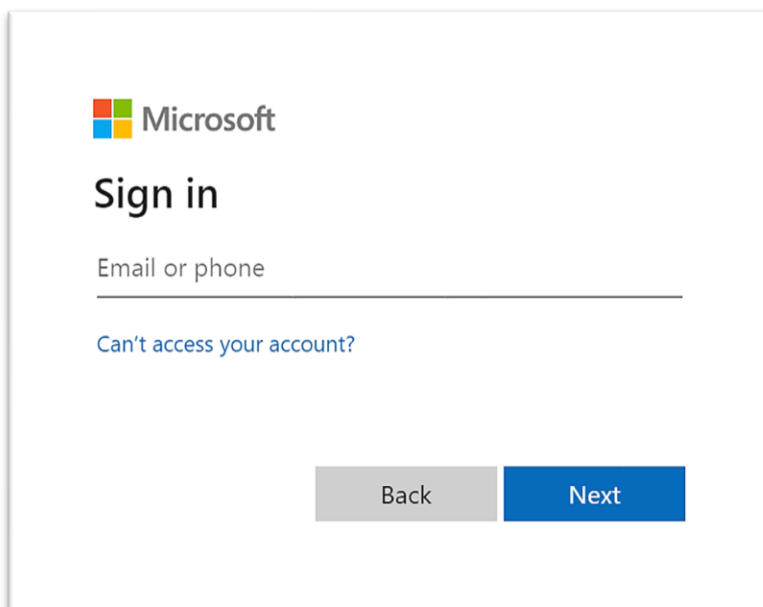
Data Files	Data File location on the Accountability Application	Use	Public Reporting Location(s)	Review Notes
Assessment data files	<ul style="list-style-type: none"> 2022-23 Assessment Student Level File 	<ul style="list-style-type: none"> Verify student scores Identify which students are counted in assessment and accountability data files 		
	<ul style="list-style-type: none"> 2022-23 Assessment School Level File 2022-23 Assessment District Level File 	<ul style="list-style-type: none"> Percentages and counts of TCAP participation by grade and student group Percentages and counts of TCAP results by performance levels by grade and student group 	<ul style="list-style-type: none"> Data Downloads <ul style="list-style-type: none"> Assessment files Report Card <ul style="list-style-type: none"> Achievement by Subject Area 	These data files present data based on where the student tested
Chronically Out of School data files	<ul style="list-style-type: none"> 2022-23 Chronic Absenteeism Student Level File 	<ul style="list-style-type: none"> Verify student absence counts Identify which students are counting in chronically out of school calculations 		
	<ul style="list-style-type: none"> 2022-23 Chronic Absenteeism School Level File 2022-23 Chronic Absenteeism District Level File 	<ul style="list-style-type: none"> Number of students enrolled for at least 50% of the school year in the school or district, depending on the level Number and percent of students who were chronically out of school 	<ul style="list-style-type: none"> Data Downloads <ul style="list-style-type: none"> Chronic Absenteeism Report Card <ul style="list-style-type: none"> Chronically Out of School 	
ELPA data files	<ul style="list-style-type: none"> 2022-23 English Language Proficiency Assessment Files– ACCESS Student Level File 	<ul style="list-style-type: none"> Verify student results from the WIDA ACCESS test 		
	<ul style="list-style-type: none"> 2022-23 English Language Proficiency Assessment Files – ACCESS School Level File 2022-23 English Language Proficiency Assessment Files – ACCESS District Level File 	<ul style="list-style-type: none"> Number and percent of students meeting growth standard Number and percent of students meeting exit criteria Literacy and composite averages 	<ul style="list-style-type: none"> Data Downloads Report Card <ul style="list-style-type: none"> English Language Proficiency Assessment (ELPA) 	Reporting based on where the student spent at least 50% of the school year
2022 & 2023 10 th grade cohort data files	<ul style="list-style-type: none"> 10th Grade Cohort Files - 2022 10th grade cohort data file; 2023 10th grade cohort data file 	<ul style="list-style-type: none"> Verify student list identified in the 10th grade cohort Accountable math assessment identified Accountable ELA assessment identified 		

Data Files	Data File location on the Accountability Application	Use	Public Reporting Location(s)	Review Notes
	<ul style="list-style-type: none"> 2021-22 School Accountability file—2022 Cohort Success Rate (a new tab added) 2021-22 District Accountability file—2022 Cohort Success Rate (a new tab added) 	<ul style="list-style-type: none"> Percentages and counts of accountable assessment participation by grade and student group Percentages and counts of 10th grade cohort success rates by performance levels by grade and student group 	<ul style="list-style-type: none"> Data Downloads Report Card <ul style="list-style-type: none"> High school achievement 	Reporting based on where the student spent at least 50% of the school year
2021 and 2022 Federal Graduation Rate Verification File: Science	<ul style="list-style-type: none"> Additional Graduation Cohort Verification Files—2022 Federal Graduation Rate Verification File: Science 	<ul style="list-style-type: none"> Verify student list under Final Exclusion List tab. 	<ul style="list-style-type: none"> Data Downloads Report Card <ul style="list-style-type: none"> Graduation Rate 	
Ready Graduate data files (not appealable)	<ul style="list-style-type: none"> 2022-23 <i>Ready Graduate</i> Student Level File 	<ul style="list-style-type: none"> <i>Ready Graduate</i> criteria information for students in the 2022 graduating cohort 		Ready Graduate data files are finalized in June 2023; not appealable at this time.
	<ul style="list-style-type: none"> 2022-23 <i>Ready Graduate</i> School Level File 2022-23 <i>Ready Graduate</i> District Level File 	<ul style="list-style-type: none"> ACT Participation Rate Number of students in the cohort Number and percent of students in the cohort who achieved <i>Ready Graduate</i> status 	<ul style="list-style-type: none"> Data Downloads <ul style="list-style-type: none"> Ready Graduate Report Card <ul style="list-style-type: none"> Ready Graduate 	
TVAAS data files (not appealable)	<ul style="list-style-type: none"> TVAAS Teacher Evaluation Composites File 	<ul style="list-style-type: none"> Teacher TVAAS composites (both single- and multi-year) by test type 	<ul style="list-style-type: none"> 	TVAAS data files are finalized; not appealable at this time.
	<ul style="list-style-type: none"> TVAAS School Composites File TVAAS District Composites File 	<ul style="list-style-type: none"> Composites by test type 	<ul style="list-style-type: none"> TVAAS public site Data Downloads <ul style="list-style-type: none"> TVAAS Composites 	
	<ul style="list-style-type: none"> TVAAS Teacher Subject-Level Data File TVAAS School Subject-Level Data File TVAAS District Subject-Level Data File 	<ul style="list-style-type: none"> Growth measures, indices, and levels for individual grades and subjects 	<ul style="list-style-type: none"> TVAAS public site Data Downloads (school and district only) 	

Appendix C: Microsoft Form Login and Trouble Shooting Guide

Microsoft Form Login Requirements

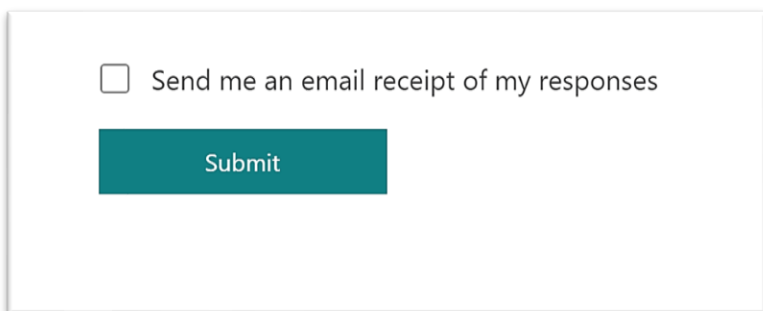
- School and district accountability staff must have an SSO/Orion account to submit a Microsoft Forms for accountability related data appeals, including ACT, Cohort, *Ready Graduate*, accountability data files, accountability and designation, and Report Card data verification process.
- When clicking on the Microsoft Form link, staff will be prompted to sign in. Make sure to sign in with your SSO/Orion account.
- If staff have trouble logging into their SSO/Orion account, they should refer to the [User Guide](#) and contact DT.Support@tn.gov for assistance.



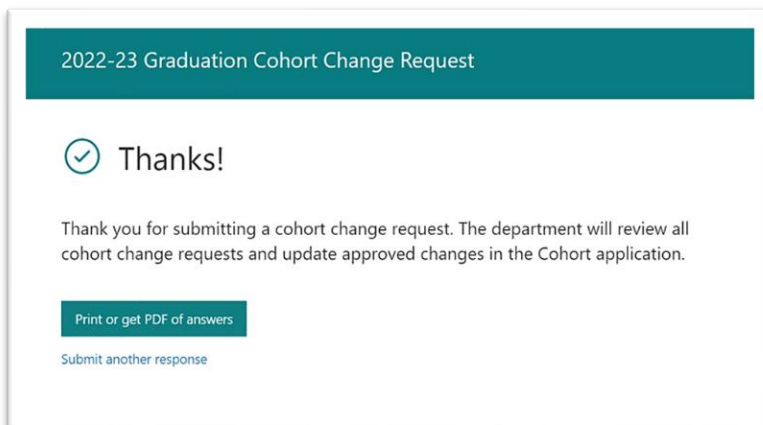
The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field labeled "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

Submitting a Form

- Staff shall answer all questions and upload the required documentation following the instructions provided by the department.
- When ready to submit, check "Send me an email receipt of my responses" to receive a record of the submission.
- After clicking the Submit button, staff also have the option to save a PDF version of the submission by selecting "Print or get PDF of answers."



The image shows a section of a form with a checkbox labeled "Send me an email receipt of my responses". Below the checkbox is a large teal button labeled "Submit".



The image shows a confirmation screen with a teal header bar that says "2022-23 Graduation Cohort Change Request". Below the header, there is a checkmark icon followed by the text "Thanks!". A paragraph of text reads: "Thank you for submitting a cohort change request. The department will review all cohort change requests and update approved changes in the Cohort application." Below this text is a teal button labeled "Print or get PDF of answers" and a link labeled "Submit another response".

Troubleshooting Common IT issues

If the message to the right shows up when attempting to access the Microsoft form, please attempt the following:

- If the SSO/Orion login information has saved in the internet browser previously, and if
 - Using Google Chrome, open a new incognito window and re-sign into the SSO/Orion account.
 - Using Microsoft Edge, open a new InPrivate window and re-sign into the SSO/Orion account.
 - Using Firefox or Safari, open a new private window and re-sign into the SSO/Orion account.
- If attempting to open the Microsoft forms link from within the data appeals resource guides, make sure the form window opens in the same browser in which the resource guide was opened.

